RE SEBELLETSA KATLEHO”

SETSOTO LOCAL MUNICIPALITY

BUDGET VIREMENT POLICY

PREAMBLE

Whereas Section 15(a) and (b) of the Local Government: Municipal Finance Management Act, No 56 of 2003 (hereinafter referred to as the Act) determines that a municipality may, except where otherwise provided for in the Act, incur expenditure only in terms of an approved budget (original and adjustments budgets) and within the limits of the amounts appropriated for the different votes in an approved budget;

And whereas Section 23(1) of the Local Government: Municipal Finance Management Act (56/2003): Municipal Budget and Reporting Regulations (hereinafter referred to as the Regulations) determines that an adjustments budget referred to in section 28(2)(b), (d) and (f) of the Act may be tabled in the municipal council at any time after the mid-year budget and performance assessment has been tabled in the council, but not later than 28 February of the current year;

And whereas Section 23(2) of the Regulations determines that only one adjustments budget referred to in sub-regulation (1) may be tabled in the municipal council during a financial year;
And whereas there will always be a need to transfer funds within or between approved votes, as defined in the Act, due to changing circumstances and priorities during a financial year;

Now therefore the Municipal Council of the Setsoto Local Municipality adopts the following Virement Policy:

DEFINITIONS

"Accounting Officer" means the Accounting Officer appointed in terms of Section 82 of the Local Government: Municipal Structures Act, No 117 of 1998 and being the head of administration and Accounting Officer in terms of Section 55 of the Local Government: Municipal Systems Act, No 32 of 2000 as well as Section 60 of the Local Government: Municipal Finance Management Act, No 56 of 2003.

"Act" means the Local Government: Municipal Finance Management Act, No 56 of 2003.

"Approved budget" means an annual budget (original or an adjustments budget) referred to in Section 15 of the Act approved by the Municipal Council in terms of Sections 24 and 28 of the Act.

"Chief Financial Officer" means an official designated by the Accounting Officer as the Chief Financial Officer in terms of Section 80(2)(a) of the Act.

"Cost Centre" means a functional area which represents a logical point at which cost (expenditure) is collected and managed by a responsible cost centre owner.

"Cost category" means a category of expenditure as set out in the approved budget.

"Cost item" means a line item of expenditure as set out in the approved budget.

"Financial Year" means the twelve (12) month period between 1 July and 30 June of the following year.

"Senior manager" means a person appointed by Council in terms of Section 56(a) of the Act as a manager directly accountable to the Municipal Manager.

"Vote" means one of the main segments (directorates) into which a budget of a municipality is divided for the appropriation of money for the different functional areas (cost centres) of the municipality which specifies the total amount that is appropriated for the purposes of the vote's functional areas concerned.

"Virement" means the process of transferring an approved budgetary provision from one operating cost item or capital project to another within a vote or across a vote during a municipal financial year due to changed circumstances from which prevailed at the time of the previous budget adoption.

2. PURPOSE OF THIS POLICY

2.1. Setsoto Local Municipality wishes to achieve the following objectives by adopting this Virement Policy:

2.1.1. To assist the Accounting Officer to ensure that adequate policies and procedures are in place to ensure an effective system of financial control.

2.1.2. To enable the Chief Financial Officer to advise the Accounting Officer and to assist senior managers in the exercising of powers and duties assigned to them in terms of Section 78 or delegated to them in terms of Section 79 of the Act.

2.1.3. To provide guidelines to the Accounting Officer and senior managers in the use of virements as a mechanism in their day-to-day management of their budget votes.

2.1.4. To empower the Accounting Officer and senior managers with an efficient financial and budgetary system to ensure optimum service delivery within the current legislative framework of the Act and the municipality's system of delegations.

3. VIREMENT PRINCIPLES

3.1. Setsoto Local Municipality wishes to record that the following virement principles will apply:

3.1.1. In order for the Accounting Officer to authorise the transfer of funds from one cost item or capital project to another cost item or capital project within or across a vote (directorate); a saving has to be identified within the monetary limitations of the approved cost item or capital project allocations on the respective budgets (operational and capital).

3.1.2. Any budgetary amendment of which the net impact will be a change to the total approved annual budget allocation and any other amendments not covered in this Policy are to be considered for budgetary adoption via an adjustments budget (Section 28 of the Act).

3.1.3. In terms of Section 17 of the Act a municipality's budget is divided into an operational and capital budget and consequently no virements are permitted between the operational and capital budgets.

3.1.4. Virements between votes (directorates) will be permitted where the proposed shifts in funding facilitate sound risk and financial management.

3.1.5. Virements are not permitted in relation to the revenue side of the operational budget except where the Policy specifically caters for such virements.

3.1.6. Virements are not permitted in relation to the expenditure side of the operational budget except where the Policy specifically caters for such virements.

3.1.7. Virements are not permitted in relation to the expenditure side of the capital budget except where the Policy specifically caters for such virements.

3.1.8. A virement may not create new policy, significantly vary current policy, or

alter the approved outcomes / outputs as approved in IDP for the current or subsequent years. (Section 19 and 21 MFMA)

3.1.9. Virements resulting in adjustments to the approved SDBIP need to be submitted to the Municipal Manager after an adjustments budget, with altered outputs and measurements for approval. (MFMA Circular 13 page 3 paragraph 3)

3.1.10. No virement may commit the Municipality to increase recurrent expenditure, which commits the Council's resources in the following financial year, without the prior approval of the Mayor. This refers to expenditures such as entering into agreements into lease or rental agreements such as vehicles, photo copier's or fax machines.

3.1.11. No virements may be made where it would result in unauthorized expenditure. (Section 32 of MFMA)

3.1.12. Virements may not be made in respect of ring-fenced allocations.

3.1.13. Virement amount may be rolled over to subsequent years, or create expectations on following budgets. (Section 30 MFMA)

3.1.14. An approved virement does not give expenditure authority and all expenditure resulting from approved virements must still be subject to the procurement/supply chain management policy of Council as periodically reviewed.

4. OPERATING BUDGET VIREMENTS

4.1 Sound motivations should be provided for all virements, as provided for on the pro forma virements documentation attached as Annexure A to this Policy.

4.2 Cost categories

4.2.1 <u>Employee related costs</u>

(a) Virements to and from these categories of expenditure are not allowed.

(b) Virements are allowed between cost items, cost centres and votes within these categories but only —

(i) To correct errors in the budget due to employees linked to an incorrect cost center in the payroll system; and
(ii) To transfer unallocated funds budgeted for at a centralised cost centre/s for critical vacant positions to be filled to the cost centre where appointments have been made. Proof of these appointments must accompany the virements application form.

(c) Virements within these expenditure categories are subject to the approval of the relevant senior manager, Chief Financial Officer and the Accounting Officer.

4.2.2 Labour costs charge outs

(a) Virements to and from this category of expenditure are not allowed.

(b) Virements are allowed between cost items, cost centres and votes within this category but only to correct errors in the budget.

(c) Virements within this expenditure category are subject to the approval of the relevant senior manager, Chief Financial Officer and the Accounting Officer.

4.2.3 Councillor related costs

(a) Virements to and from this category of expenditure are not allowed.

(b) Virements are allowed between cost items and cost centres within this category but only to correct errors in the budget due to councillors linked to an incorrect cost centre in the payroll system.

(c) Virements within this expenditure category are subject to the approval of the relevant senior manager, Chief Financial Officer and the Accounting Officer.

4.2.4 Provisions

(a) Virements to and from these categories of expenditure are not allowed.

(b) Virements are allowed between cost items, cost centres and votes within these categories of expenditure.

(c) Virements within this expenditure category are subject to the approval of the relevant senior manager, Chief Financial Officer and the Accounting Officer.

4.2.5 Collection costs, repairs and maintenance, contracted services and general expenditure

(a) Virements to and from cost items, cost centres and votes within these categories of expenditure are allowed.

(b) Virements within these expenditure categories within a single vote are subject to the approval of the relevant senior manager and the Chief Financial Officer.

(c) Virements within these expenditure categories between votes are subject to the approval of the relevant senior manager, Chief Financial Officer and the Accounting Officer.

4.2.6 <u>Capital charges, bulk purchases, grants and donations, special projects, grants and subsidies paid and loss on sale of assets</u>

(a) Virements to and from as well as between cost items, cost centres and votes within these categories of expenditure are not allowed.

(b) Virements are allowed between cost items, cost centres and votes within a single category of expenditure but only to correct budgeted errors due to incorrect allocations of budgeted funds.

(c) Virements between the same cost item between cost centres and I or votes are subject to the approval of the relevant senior manager, Chief Financial Officer and the Accounting Officer.

4.3 Revenue categories

4.3.1 <u>Property rates, service charges, rental of facilities and equipment, interest earned, fines, licenses and permits, transfers recognised: operating and capital, other revenue and gains on disposal of property, plant and equipment</u>

(a) No virements will be allowed on any revenue element.

(b) Revenue amendments are to be adopted via an adjustments budget.

4.3.2 <u>Property rates, electricity, sanitation, refuse removal and water revenue forgone</u>

(a) No virements will be allowed in this category of revenue forgone.

(b) Revenue forgone amendments are to be adopted via an adjustments budget.

5. CAPITAL BUDGET VIREMENTS

5.1 No "new" capital projects onto the capital budget will be permitted except for where it is necessary to accelerate capital projects spending of capital projects already approved by Council in the MP and capital budget of the indicative years.

5.2 No virements which relate to capital projects approved as part of the annual or adjustments budgets will be permitted except in cases where in the opinion of the Accounting Officer it is necessary to procure operational infrastructure assets (vehicles, office equipment, computer equipment, computer software, tools and equipment, etcetera) from funds allocated to the administration to enable them to perform their duties effectively, efficiently and economically.

5.3 Motivations for virements in paragraph 5.1 and 5.2 above should clearly state the reason for the need of a new capital project/s on the budget as well as the saving/s within the approved capital project/s.

5.4 Virements to and from the various categories of funding sources are not allowed. Virements are permitted within a single category of funding source. The categories of funding sources for capital projects are set out in the table below.

Description of funding Source

- Capital Replacement Reserve (CRR) / Own funds
- External loans
- MIG (conditional grant)
- RBIG (conditional grant)
- External loans carry avers

5.5 Virements are subject to the approval of the relevant senior manager, Chief Financial Officer and the Accounting Officer.

6. PROCESS AND ACCOUNTABILITY

6.1 Accountability, to ensure that virement application forms are completed in accordance with Council's Virement Policy and which is not in conflict with the directorate's strategic objectives, manifests with the senior manager of a directorate.

6.2 The relevant senior manager will ensure that the virement application form is duly completed, the virement duly motivated and signed by the senior manager. Supporting documentation, proving savings on a cost item/s, must accompany the application form that needs to be handed over to the budget office.

6.3 The budget office will verify the virement application form and the Chief Financial Officer will authorise the virement application verified should it comply with the Virement Policy of Council. If not, the virement application form will be returned to the relevant senior manager.

6.4 All virement application forms verified by the budget office and authorised by the Chief Financial Officer will be submitted to the Accounting Officer by the budget office for final approval. The Accounting Officer may refuse to approve a virement application even if the Chief Financial Officer has authorised the virement application.

6.5 After receiving the final approval from the Accounting Officer the budget office may process the virement.

6.6 Completed virement documentation is to be kept by the Chief Financial Officer (budget office) for audit purposes.

6.7 The monthly section 71 budget report will report on all virements approved.

7. DELEGATIONS

7.1 The Chief Financial Officer and the Municipal Manager will have the delegated powers to authorise or approve virement applications.

7.2 For operational reasons the Chief Financial Officer may delegate his authorization rights to senior managers within the financial management, budget, accounting and reporting branch. These delegations must be in writing and kept by the budget office for audit purposes.

7.3 For operational reasons the Municipal Manager may delegate his final approval rights to the Chief Financial Officer with the proviso that the Chief Financial Officer may not authorise and approve the virement application at the same time. This delegation must be in writing and kept by the budget office for audit purposes.

7.4 Virement up to R500 000, requires the express approval of the Manager Budget and Reporting. (Section 79 of MFMA)

7.5 Virement in excess of R 500 000, with a maximum or R 2 000 000 requires the express approval of the CFO.

7.6 Virement in excess of R 2 000 000 requires the authorization of the CFO and express approval of the Accounting Officer.

8. IMPLEMENTATION AND REVIEW OF THIS POLICY

8.1 This policy shall be implanted once approved by Council.

8.2 In terms of section 17 (1) (e) of MFMA, this policy must be reviewed on an annual basis and the reviewed policy tabled to Council for approval as per the budget process.

RESPONSIBILITY: BUDGET MANAGER – FINANCIAL SERVICES	
Initial Approval	
Current Review	
Previous Review	